

Constituent Tour Request

All Congressional Tour requests are subject to the final approval by the respective agencies' tour offices. The Office of Congressman Greenwood ensures all constituent tour requests will be submitted directly to the tour offices consistent with their policy.

- **White House** Currently, only school groups, organized school- aged youth groups (such as the Scouts), and organized military groups (such as Veterans Associations) are being granted tours. We ask that you submit your request at least 2 months in advance. Approved congressional tours are scheduled from 7:45AM to 10:30AM at the East Executive Street entrance Tuesday through Saturday. Please note that no more than one chaperone per 10 middle school and high school aged students and no more than one chaperone per 5 elementary aged students may accompany the group. Prohibited items include, but are not limited to, the following: handbags, book bags, backpacks, purses, food, beverages, tobacco products, personal grooming items (make-up, hairbrush, lotions, comb, etc.), umbrellas, strollers, any pointed objects (pens, knitting needles, etc.), aerosol containers, cameras, video recorders, guns, ammunition, fireworks, electric stun guns, mace, martial arts weapons/devices, or knives of any size. The U.S. Secret Service reserves the right to prohibit any other personal items.

- **United States Capitol Building:** A member of Congressman Greenwood's staff will conduct these tours. We ask that you submit your request to us at least 1 week in advance to ensure that your date can be accommodated. Staff- led tours will not be conducted on weekends and federal holidays. Tours are offered Monday through Friday from 9-4. We can only accommodate groups less than 15 people per staff member (because of this we will only accept groups less than 30 people). When arriving for a tour you will be asked to meet in our office 2436 Rayburn House Office Building 10 minutes prior to the start of your tour. We ask you to please arrive on time.

FBI (tours are currently not available but will resume in June 2003.)

The public is invited to take the FBI Tour between the hours of 8:45 a.m. and 4:15 p.m., Monday through Friday. It is suggested that unscheduled visitors call prior to coming. Tours are not offered on weekends or holidays. Due to heavy visitation during peak holiday and summer periods, the unscheduled public tour may close earlier than normal business hours. Although this may occur without much advanced warning, the public is invited to call and inquire prior to visiting the FBI. A reservation is not required to take the FBI Tour. However, during holiday periods or the peak visitor season between President's Day and Labor Day, the wait can be upwards of two hours. Certain reservation options are available and can be made in two ways: Individuals or small parties up to 6 persons may reserve a

tour through their Congressman/Congresswoman or Senator's office, and should do so at least three months in advance of their visit. The Congressman/Congresswoman or Senator's office should call the Tour Office to make the reservation. Larger groups, particularly school groups who wish to visit the FBI during the spring, should write to the FBI directly at the address listed below up to one year in advance of their visit. The letter should be written on the school or organization's letterhead stationary. It should contain the name and address of the group, a telephone number, a designated contact person, the desired visitation date, and the total number of persons in the group, including chaperons: Tours depart exactly on schedule. Visitors should plan on arriving at least 15 minutes in advance of their scheduled tour time in order to allow adequate time for processing. All visitors must pass through a security check. In the case of scheduled appointments name checks will be done.

Bureau of Engraving and Printing requests must be submitted through office at least 30 days prior to the date requested. We submit the request via fax. Approved, or not approved responses will be faxed back to us. Congressman Greenwood's office will notify you of the outcome. In the event that a constituent request is denied, the BEP offers a General Tour Monday through Friday from 9:00 AM until 2:00 PM and 5:00 PM until 6:40 PM. The BEP is located at 14th and C streets SW.

Supreme Court: Tours are offered Monday-Friday at 1:45. Tours are scheduled through our office and submitted to the tour office at the Supreme Court. We ask that you submit your request to us at least 4-6 weeks in advance to ensure that your date will be available. Tour groups must be less than 4 people. School groups please call for policy.

House and Senate Gallery Passes These will be provided by our office directly on a daily basis for our constituents in viewing House and Senate floor action. After receiving the passes, constituents are asked to stand in a line on the Independence Ave. side of the Capitol Building.

Mt. Vernon: Tours are daily and start at 8:45. Mt. Vernon is located in Alexandria, VA and there is no access to this area via public transportation. Requests are submitted via e-mail from our office. Please contact our office to schedule these tours two weeks in advance. There is a price for admission to Mt. Vernon upon arrival.

Kennedy Center for Performing Arts: Tours are daily at 9:30 and 4:30. Tour requests are submitted from our office. Please contact us at least 1 week in advance if you would like to schedule a tour. Following the 4:30 tour there are daily free performances.

State Department: Guided tours are conducted Monday through Friday at 9:30, 10:30, and 2:34. Tours are 45 minutes in duration. A maximum of 25 people are allowed per tour. There are no tours on weekends and federal holidays. Tours are reserved via our office. We need to supply the State Dept. with the names, Social Security number, and birth date of each individual on the tour. When arriving to the State Dept. for your tour you are asked to enter on the 23rd Street entrance, 30 minutes prior to the start of your tour. Late arrivals will not be permitted on the tour. Visitors must also present a valid photo ID. This is considered to be a fine arts tour. We do not recommend the tour for children under the age of 12. Strollers, briefcases, backpacks, and packages, are not permitted in the Diplomatic Reception Rooms, and there are no facilities for storage of personal belongings. We ask that you submit your request to our office 3-6 weeks in advance to assure the dates you desire.

National Cathedral: Congressional tours are early morning tours offered at 9 am on Mondays and Wednesdays only. This tour is \$3 per adult and \$1 per child. Congressional tours begin approximately at 9 am and last 45 minutes. Late arrivals will be taken on the first public tour of the morning at 10 am. No constituent tour are given on the following dates: Ash Wednesday, Independence Day, the day before Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and the entire month of January. A ticket will be submitted by our office to you upon request. Constituents enter through the northwest cloister entrance on North Road. Parking on the Cathedral grounds is free, but extremely limited. Time restricted parking is available in on the streets surrounding the Cathedral. Only groups smaller than 15 people can be scheduled by a congressional office.

Please complete the enclosed form for your tour preference and date request.

Currently, our DC office is receiving mail 2 weeks after it has been sent from Bucks County due to mail security screenings. To expedite the tour scheduling process we ask you to please fax this request form to our Washington office. The fax number is 202-225-9511. If you do not have access to a fax machine you may mail this request to our Doylestown or Langhorne offices. Please allow for a 1 week delivery. You may also mail the request to our DC office if you take into account the 2 weeks for delivery. If you have any questions please contact us at **202-225-4276**.

Office of Congressman James C. Greenwood
Constituent Tour Request

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Phone Numbers: Day: (____) _____, Evening: (____) _____

E-mail Address (if applicable): _____

Tours

Note: each of these tours carries its own availability restrictions. We will do our best to accommodate your preference.

White House: Dates: _____ Number of Tickets: _____

Bureau of Engraving and Printing: Dates: _____ Number of Tickets: _____

Mount Vernon: Dates: _____ Number of Tickets: _____

National Cathedral: Dates: _____ Number of Tickets: _____

U.S. Capitol Building: Dates: _____ Number of Tickets: _____

Kennedy Center: Dates: _____ Number of Tickets: _____

Supreme Court: Dates: _____ Number of Tickets: _____

State Department: Dates: _____ Number of Tickets: _____

Number and ages of any children in party: _____

Initial staff contact: _____